



# Phoenix Alternatives, Inc.

Providing persons with developmental disabilities the resources they need to achieve success and build connections in the community.

**Title: Music Therapist**

**Supervisor: Program Director**

**Position Purpose:** To provide music therapy and work as a team member in providing quality active treatment to adults with developmental disabilities. This involves working closely with the program staff and consumers and ensuring that the therapy is appropriate and successful.

Essential job functions noted below. (\*)

## **Job Responsibilities:**

### **Service Delivery**

- \* Provides music therapy at different program locations and maintains the weekly schedule in a timely manner.
- \* Develops effective lesson plans and programming to meet the individual needs of the students.
- \* Provides consultative direction to a variety of recipients.
- \* Promotes idea – sharing, relays information and provides training as needed in room meetings, staff meetings and in-services.
- \* Demonstrates effective decision making and problem solving.
- \* Communicates effectively and works with appropriate contact persons to resolve concerns in a prompt and respectful manner.
- \* Demonstrates effective time management and organizational skills.
- \* Uses resources in a cost effective and efficient manner.
- \* Demonstrates professional written and verbal communication skills.
- \* Maintains accurate documentation and keeps contact persons informed of all appropriate consumer information and concerns.
- \* Demonstrates the ability to effectively use the computer, e-mail and appropriate software programs.
- \* Displays age appropriate and respectful communication when engaging consumers.
- \* Follows consumer RMP's and ISP's as needed.
- \* Responds appropriately to consumer communication and behaviors and gets additional assistance as needed.
- \* Continually develops new skills to improve performance and consumer programming.
- \* Assures therapy equipment is functional and safe and follows infection control procedures.
- \* As needed, sets-up the therapy area and equipment and returns items to their appropriate location.

### **General**

- \* Adheres to P.A.I. values, policies and procedures, licensing rules, related regulations and the Employee Handbook.
- \* Follows procedures for reporting accidents or incidents.
- \* Documents in-service training and turns in when requested.
- \* Follows established data privacy laws and procedures relating to all consumer and employee information.
- \* Maintains professional, respectful interactions with all PAI employees and team members.
- \* Works independent of direct supervision.
- \* Demonstrates knowledge of appropriate Rule 245B licensing requirements.

- \* Follows the designated work schedule and timely/accurately documents work time.
- \* Assumes additional responsibilities as requested.
- \* Meets the following physical requirements of the position:

Perform light lifting (less than 50 lbs usually around 5 lbs)	18-25% of the time
Push/Pull persons who weigh between 100-150 lbs in wheelchairs	12-16% of the time
Stand to assist clients	18-22% of the time
Perform other duties such as sitting, occasional movement	25% of the time

***Note: reaching and squatting are involved throughout each and every day.***

The above physical requirements are averages; actual physical activity may vary from day to day.

**Qualifications and Conditions of Employment**

- Current board certification or pending certification to practice Music Therapy from the Certification Board for Music Therapists upon hire, then maintain certification going forward.
- Flexible work schedule to meet consumer’s needs.
- Excellent customer service, oral and written communication skills.
- Pass a DHS background study and maintain a qualified status to provide unsupervised direct contact services.
- Current valid driver’s license and car insurance, and maintain vehicle access for work transportation.
- Experience working with persons with developmental disabilities.

I have reviewed and fully understand the job duties and qualifications above. I also understand that my signature does not imply a contract with Phoenix Alternatives, Inc.

**This job description is subject to change at the sole discretion of PAI.**

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Music Therapist Signature

\_\_\_\_\_  
Date

“AN EQUAL OPPORTUNITY EMPLOYER”